CITY OF RENO - SPECIAL EVENT PROGRAM

City Manager Special Events Rule #1 – First Right of Refusal

I. PURPOSE

Reno Municipal Code "RMC" 5.13.085 (Special Events and Special Activities) provides that "The city manager is authorized to promulgate additional rules and regulations that are consistent with and that further the terms and requirements set forth within this chapter and the provisions of law that pertain to the conduct and operation of a special event, special activity or demonstration."

III. REFERENCES

Reno Municipal Code 5.13.085.

IV. PERSONS AFFECTED

All Event Organizers who produce, organize or otherwise conduct events in the City of Reno that falls under the Special Event definition of RMC 5.13.010.

V. POLICY

It is the policy of the City of Reno to provide a clear special event permit application process, which give Event Organizers a comprehensive format, timeline and understandable process.

VI. DEFINITIONS

- A. Event Organizer As defined in RMC 5.13.010.
- B. First Right of Refusal How the City shall process two or more separate special event permit applications submitted for the same (including overlapping) date(s) and event location(s).
- C. Event Footprint The City of Reno public right-of-way utilized for a special event.
- D. Special Event Series a series of events coming one after another in succession with a similar theme and falling on the same day(s) or week(s), examples include but are not limited to, farmers markets on the same day of each week, concert series on the same day of each week, and flea markets on the same day of each week, which occur over a period of several weeks.

VII. RESPONSIBILITIES

A. The City Manager's Office is responsible for the centralized administration and coordination of this policy, application and process.

VIII. PROCEDURES

- A. First Right of Refusal (a) Special Event permit applications shall be processed in the order that they are received. If a permit application is received that requests the same or overlapping date(s) and location(s) as an event held the prior year by another applicant, a first right of refusal shall be given to the Event Organizer who conducted the event the prior year, if one of the conditions below is met:
 - (1) The following criteria are met:
 - a. The Event Organizer of the prior year's special event submits a completed application pursuant to Sec 5.13.060 not later than 30 days following the completion of the prior year's special event to reserve the date(s) for the subsequent year; and
 - b. The Event Organizer from the prior year requests in the special event application at least 75% or more of the total number of days, hours and event footprint of the special event conducted the prior year.; or
 - (2) The Event Organizer of the prior year's special event submits a completed application pursuant to RMC Sec 5.13.060 within 10 business days upon written notification from the City Manager of a conflict in dates, and the special event application submitted by the event organizer of the prior year's special event requests at least 75% or more of the total number of days, hours and event footprint of the special event conducted the prior year.
- B. Any event organizer aggrieved by a decision for the assignment of dates under this policy may immediately file an appeal as provided in RMC 5.13 (Special Events and Special Activities).